

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 1 of 7

**DAILY: Location:** \_\_\_\_\_ **Floor:** \_\_\_\_\_

**A. Toilet Rooms: ( ) Men, ( ) Women, and/or ( ) Unisex**

- \_\_\_\_\_ Sweep floors.
- \_\_\_\_\_ Damp mop floors with a solution of water and disinfectant.
- \_\_\_\_\_ Clean fixtures (toilets, urinals and lavatories) with a non-abrasive cleaner/disinfectant. in solution with water.
- \_\_\_\_\_ Spot clean partition walls, doors and other horizontal surfaces.
- \_\_\_\_\_ Dust moldings and ledges.
- \_\_\_\_\_ Empty trash and sanitary napkin receptacles and replace liners.
- \_\_\_\_\_ Fill all toilet room dispensers with soap, towels, tissue, and related supplies.
- \_\_\_\_\_ Wet wipe and polish bright metal
- \_\_\_\_\_ Remove dust from louvers/grills.
- \_\_\_\_\_ Mirrors shall be cleaned and polished.
- \_\_\_\_\_ Replace air fresheners as needed.

**B. Room Cleaning- Location/Floor:** \_\_\_\_\_

- \_\_\_\_\_ Empty trash receptacles, damp wipe trash receptacles daily, replace plastic liners in receptacles daily if necessary.
- \_\_\_\_\_ Dust window seals and blinds.
- \_\_\_\_\_ Solid waste collected from facilities shall be placed in the designated container.
- \_\_\_\_\_ Mirrors shall be cleaned and polished.
- \_\_\_\_\_ Vacuum carpeting and rug areas.
- \_\_\_\_\_ Clean edges of carpeting near baseboards and in areas not reached by vacuum. (Corn or synthetic bristle brooms are permitted)
- \_\_\_\_\_ Dust office fixtures desks, file cabinets, credenzas, tables, chairs, etc., with treated material. If surface is a plastic laminate (Formica), utilize dust cloth. Do not move papers. Dust around office machines and communications equipment. Do not move equipment.
- \_\_\_\_\_ Spot cleaning carpet.
- \_\_\_\_\_ Dust all horizontal surfaces, including wall moldings.
- \_\_\_\_\_ Pile brush all corridors, hallways and high density "open" carpeted areas with "Certified" pile brush.
- \_\_\_\_\_ Dust, vacuum and/or clean louvers, grills, etc.
- \_\_\_\_\_ Dust mop hard surface flooring with treated medium. Clean corners and edges carefully so as to remove accumulations of dust and debris.
- \_\_\_\_\_ Damp mop marble floor and other "pre-finished" hard surface flooring.

**C. Common Areas-Location/Floor:** \_\_\_\_\_

- \_\_\_\_\_ Wipe glass doors.
- \_\_\_\_\_ Dust window seals and blinds.
- \_\_\_\_\_ Clean/wipe wood/metal frames, remove accumulations of residue.
- \_\_\_\_\_ Damp mop, buff or spray buff resilient floors. Remove service debris.
- \_\_\_\_\_ Dust/vacuum louvers/grills.
- \_\_\_\_\_ Spot clean carpet.
- \_\_\_\_\_ Clean, vacuum, and dust elevator tracks and (door) foot plates. Remove accumulations of residue, gum, etc. Wipe metal, remove smudges.
- \_\_\_\_\_ Vacuum and clean edges of carpet.

- \_\_\_ Wipe, clean light plates and push plates using soft cloth and mild soap and water.
- \_\_\_ If this fails to shine brass, use approved brass cleaner.
- \_\_\_ Dust horizontal surfaces, including stairwell surfaces.
- \_\_\_ Sweep, dust mop or vacuum stairwells.

Attachment # 5  
Page 2 of 7

- \_\_\_ Dust mop resilient flooring. Clean corners and/or edges.
- \_\_\_ Remove dust/cobwebs, etc., from light fixtures within reach.

- \_\_\_ Maintain the marble floors using approved MIA (Marble Institute of America) materials and methods. These materials and methods shall be of a quality that conforms to industry standards and cause no damage to property. The contractor is expected to keep the marble floors in a factory like new condition with an 80+ shine as measured on a gloss meter. **NOTE: No waxes or other surface coatings will be used.**

The currently approved method of maintaining the marble floors includes, but is not limited to, the following:

- \_\_\_ Dust mopping, spot cleaning;
- \_\_\_ The marble floor must also be dust mopped before and after dry spray buffing. Spot cleaning will be accomplished as soon as possible after a spill occurs;
- \_\_\_ Spray buffing;
- \_\_\_ Spray buff the marble floors using the manufacturer's instructions. Other materials may be used subject to approval by Facilities Management.

**D. Exteriors**

- \_\_\_ Sweep entrances, and landings to building.

**E. Deficiencies**

- \_\_\_ Report physical deficiencies to County.

**F. Break Area/Kitchen Areas- Location/Floor: \_\_\_\_\_**

- \_\_\_ Wipe down all tables and other surfaces.
- \_\_\_ Empty trash receptacles, damp wipe receptacles daily, and replace liners in receptacles daily if necessary.
- \_\_\_ Clean/wash basins.
- \_\_\_ Fill dispensers.
- \_\_\_ Vacuum carpeting and rug areas.
- \_\_\_ Spot clean carpet.
- \_\_\_ Damp mop hard surface flooring in Kitchen's and/or break rooms, leaving no streaking or mop debris.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

X= Needs Improvement  
√= Satisfactory

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 3 of 7

**WEEKLY**

**A. Toilet Rooms**

- \_\_\_\_\_ Damp mop and spray buff resilient floors. Sweep to remove spray buff debris.
- \_\_\_\_\_ Damp mop ceramic and other pre-finish tile and polish with soft bristle brush.
- \_\_\_\_\_ Sweep to remove mop strings and related debris.
- \_\_\_\_\_ Wood and vinyl baseboards shall be clean and free of accumulations of old wax and mopping solutions. Ceramic baseboards should be cleaned and be free of old wax and mopping solutions.
- \_\_\_\_\_ In addition, there should be no discoloration of ceramic as the tile rises above the floor surface up the wall.

**B. Hard Floors**

- \_\_\_\_\_ Spray buff or mop buff hard surface flooring. Sweep/dust mop to remove service debris. (If base coat appears thin, apply one coat of metal interlock floor finish. Buff or spray buff new finish within seven days. Remove debris.)

(Note: this weekly floor work can be scheduled on a "staggered" basis only with permission of the County. A printed schedule must be maintained in the respective facility). All chairs and vinyl furniture shall be vacuumed once a week.

**C. Common Areas**

- \_\_\_\_\_ Maintain ALL granite, terrazzo and other "pre-finished hard surface" floors using approved materials and methods. These materials and methods shall be of a quality that conforms to industry standards, (EXAMPLE: as recommended by the MIA (Marble Institute of America), and cause no damage to property. The contractor is expected to keep the marble floors in a factory like new condition with an 80 + shine as measured on a gloss meter.

**D. Horizontal/Vertical Blinds**

- \_\_\_\_\_ DUST with wool or feather duster. (If dusting does not clean, wash with general purpose cleaner.)

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 4 of 7

**MONTHLY:**

**A. Room Cleaning:**

- ☐ Spot clean wall surfaces.
- ☐ Clean storage closets.
- ☐ Clean janitor closets.
- ☐ Spot clean carpeting . Report loose seams, strings and bubbles to the Director.
- ☐ Damp mop/clean all marble and other "pre-finished" hard surface flooring.
- ☐ Wash all base boards.

**B. Glass:**

- ☐ Wash (squeegee) both sides of entrance glass and adjacent glass paneling.

**QUARTERLY:**

**A. Toilet Rooms**

- ☐ Damp wipe full surface area of stall partitions, doors, window frames and sills with solution of water and disinfectant.
- ☐ Spray and wet wipe waste receptacles with a solution of water and disinfectant/deodorizer.
- ☐ Thoroughly clean and polish all bright metal.
- ☐ Thoroughly clean all porcelain surfaces to remove all stains.
- ☐ Clean, scrub and disinfect baths and shower stalls.

**B. Common Areas:**

- ☐ Damp wipe/polish marble wall surfaces, wainscoting and base boards.

**C. Horizontal/Vertical Blinds**

- ☐ Thoroughly vacuum or dust with wool or feather duster.
- ☐ Clean sills with dust cloth, wool, feather duster or vacuum.

**D. Glass:**

- ☐ Wash (squeegee) all interior glass, including window glass, mirrors, vertical and horizontal panels, clocks, classroom glass and panels.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 5 of 7

**SEMI-ANNUALLY:**

**A. Toilet Rooms:**

- \_\_\_ Strip, rinse and refinish resilient floor surfaces. (Use minimum of two coats of floor finish)
- \_\_\_ Burnish or spray buff within seven days. Sweep/dust mop to remove debris.
- \_\_\_ Strip and rinse ceramic and other pre-finished bathroom tile.
- \_\_\_ Baseboards should be cleaned and free of spotting, streaking and debris, etc.
- \_\_\_ Strip, rinse and finish (use minimum of three coats of floor finish) all hard resilient flooring.
- \_\_\_ Buff or spray buff within seven days. Sweep and/or dust mop to remove debris, strings, etc.
- \_\_\_ Extract all carpeting with warm water. Pre and post spotting if necessary. Cut all runners, strings and other loose carpet fiber.
- \_\_\_ Report poor seams to County.

**B. Commons Areas:**

- \_\_\_ Strip, rinse and coat resilient tile three (3) coats of metal interlock floor finish. Burnish and/or spray buff within three (3) days. Remove service debris.
- \_\_\_ Scrub, rinse and polish marble and other "pre-finished" floors with soft bristle brush/white pad. Remove service debris.

**C: Horizontal/Vertical Blinds**

- \_\_\_ Wash Venetian blinds. Clean cords and tapes.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 6 of 7

**General Cleaning Standards for Clinical and Related Areas**

**A. Daily:**

- ☐ Clean wash basins.
- ☐ Clean and polish mirrors.
- ☐ Refill dispensers.
- ☐ Damp mop restroom floors with a disinfectant solution. (Note: Otherwise, follow section "A" TOILET ROOMS, for DAILY services).

**B. Monthly:**

- ☐ Strip, rinse and finish resilient tile with two coats of metal interlock finish. Burnish or spray buff within three (3) days. Service clean baseboards.
- ☐ Wash all interior glass, including doors, partitions, bookcases and related glass surfaces.
- ☐ Clean, dust and or vacuum surfaces and objects. This includes, but is not limited to, the wall and ceiling area adjacent to ventilating and air conditioning outlets, transformers, clocks, moldings around ceilings, tops of partitions, overhead pipes, wall fans, pictures, plaques, wall or ceiling defuses, file cases, bookcases, lockers, walls, etc.

**C. Semi-Annually:**

- ☐ All fabric covered chairs are to be vacuumed, cleaned, and extracted.
- ☐ Strip, rinse and finish (three coats floor finish) all hard resilient flooring. Buff or spray buff within seven days. Sweep and/or dust mop to remove service debris, strings, etc.
- ☐ Extract all carpeting with warm water. Pre and post spotting is necessary. Cut all runners, strings, and other loose carpet fiber. Report poor seams to County.
- ☐ Compliance with general cleaning standards shall be determined by the Director.

**D. Annually:**

- ☐ Wash walls in waiting rooms, examination and treatment rooms, pharmacies and lab areas. (Cleaning methods and germicidal solutions shall be prescribed by the County).

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**CUSTODIAL CHECKLIST  
FOR  
ALL COUNTY BUILDINGS**

Attachment # 5  
Page 7 of 7

**CARPET CLEANING:**

(Note: Unless specified by the Director, the only method of carpet cleaning shall be extraction. Pre- and post-spotting shall be accomplished with the service).

Carpet cleaning must be according to the pre-arranged schedule contained in Attachment C unless otherwise required and requested by Facilities Management. Scheduling of any carpet cleaning will be at the County's option and if desired, will be arranged with Facilities Management after bid award. Hours of work will vary dependent upon the area to be cleaned. Bidder shall provide a price of carpet cleaning per square foot on the bid pricing page.

The contractor shall not utilize water exceeding 110 Degrees Fahrenheit to 130 Degrees Fahrenheit at originating point. Pre- and post-spotting shall be accomplished with a hand sprayer and:

- \_\_\_\_\_ Solvent spotter product for non-protein spills.
- \_\_\_\_\_ Detergent spotter for protein spills.
  - a. A terry cloth (white towel) must be used to "wick" up residue.
  - b. Place blocks/pads under fixtures or objects after carpet is serviced.
  - c. Only commercial equipment is to be utilized and must have a minimum of 135" of water lift, and a delivery spray of 120/52 or greater.
  - d. Prior to carpet cleaning, unobstructed areas must be serviced/vacuumed with a "Certified" pile brush.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

September 9, 2003  
file: h:checklis.wpd